

14 | Practice file

Working with words

1 Match 1–8 to a–h to make complete sentences.

- 1 Computer shortcuts usually allow you to f.
- 2 I have to meet a.
- 3 At weekends I don't have b.
- 4 My job is 60km from my home, so I c.
- 5 It's important to d.
- 6 You should allow e.
- 7 My train never arrives g.
- 8 Multitasking isn't very efficient, it just h.

- a ... yourself time to take a break each day.
- b ... enough time to see friends.
- c ... plan your work schedule carefully.
- d ... spend a lot of time travelling.
- e ... on time.
- f ... save time.
- g ... wastes time.
- h ... deadlines in my job.

2 Complete the advertisement from Dream Holiday Planners with words from the list.

- time enough allow save time
 plan don't on time spend schedule

If you ¹ don't have ² _____ time to plan your perfect holiday, contact us. You can ³ _____ a lot of ⁴ _____ by allowing us to organize everything for you. Send us your destination, your interests, and your budget and we will ⁵ _____ your holiday ⁶ _____ for you. We will ⁷ _____ you enough time to visit the sights and relax. You will just ⁸ _____ your ⁹ _____ enjoying the holiday and not worrying about the small details. So, just send us your requirements right away and we'll send you your dream holiday plan within a week. All you have to do is arrive at the airport ¹⁰ _____.

Business communication

1 A swimsuit buyer, Sue Taylor, is negotiating the conditions of a new contract with a supplier, Franco Nebulo. Put their conversation into the correct order 1–10.

- a 1 Sue We have a problem with your quotation.
- b _____ Franco I think you'll find they sell quickly. But at that price, we would need payment within 30 days.
- c _____ Franco Well, if you ordered 100 suits or more, we could offer you a price of £12.
- d _____ Sue OK, then. We have a deal. I'll fax you the order right away.
- e _____ Franco Oh dear. What seems to be the problem exactly?
- f _____ Sue I think we could order that quantity. But what if we didn't sell them all?
- g _____ Franco Great! I'll wait to hear from you.
- h _____ Sue What if we agreed to pay within 60 days? That would allow us to sell more swimsuits before we pay you.
- i _____ Sue Basically, £15 per suit is too expensive. If we agreed to work with you, could you reduce your price?
- j _____ Franco Yes, I suppose we could accept those payment terms.

2 A restaurant ordered 50 ducks and the supplier sent chickens by mistake. Put the words into the right order to complete the conversation.

Restaurant We / latest / delivery / your / have / a / with / problem

We have a problem with your latest delivery.

Supplier dear / problem / the / exactly / Oh / What's ¹ _____?

Restaurant ducks / Basically, / ordered / but / fifty / sent / I / me / chickens / you.

Supplier sorry / chickens / Would / agree / to / keep / you / the / I'm ³

_____?

Restaurant I'm / that / be / acceptable / wouldn't / No / afraid ⁴ _____.

Supplier ducks / be / we / Would / sent / today / if / it / too / the / late ⁵

_____?

Restaurant that / have / the / allow / No / me / to / weekend / them / would / for

Supplier them / OK / send / I'll / today

Second conditional

Form

Positive

1 If + past simple, *would* / *might* + infinitive (without to)

*If they **dropped** their prices, we **would (we'd)** buy their products.*

2 The word *if* can also appear in the second part of the sentence.

*We **would (We'd)** send them a catalogue **if we had** their address.*

3 You can replace *would* with *might*. In this case *might* means *perhaps*.

*If they offered me the job, I **would** accept it. (I'm sure I would accept it.)*

*If they offered me the job, I **might** accept it. (Perhaps I would accept it.)*

Negative

If + past simple negative, *would not (wouldn't)* + infinitive

*If he **didn't** love city life, he **wouldn't** live there.*

Use

1 To talk about things which will probably not happen and the results of these things.

*If there **was** a new job in New York, I'd **apply** for it. (But there probably won't be a job available.)*

2 To talk about impossible or hypothetical situations and their results.

*If oil **didn't** exist, we **wouldn't** have all these pollution problems.*

3 The second conditional is different from the first conditional.

First conditional: *If I **have** time, I'll **call** you. (It's possible or probable that I'll have time.)*

Second conditional: *If I **had** time, I'd **call** you. (But I probably won't have time.)*

Language tip

Note that the past simple in a second conditional sentence refers to the present or the future. It doesn't refer to the past.

*If they **offered** me the chance to work abroad (**now** / **next year**), I'd **accept** it.*

1 Look at this book review and complete 1–9 with phrases from the list.

- | | |
|-----------------------|------------------------------|
| might they do | they could start |
| could only read | didn't know |
| they would give | you lost your job |
| would you think about | found themselves |
| would we recommend | |

What would you do if you were 50 years old and ¹ you lost your job? If you ² _____ where your next pay cheque was coming from, ³ _____ setting up your own business? Journalist Matthew Colbert talked to twenty successful entrepreneurs who started their own companies after being made redundant in their 50s. He asked them what advice ⁴ _____ to people if they ⁵ _____ in the same situation. If ⁶ _____ their businesses again, ⁷ _____ things differently?

'20 Lives That Began At 50' is a fascinating collection of interviews for anybody over 50 who's thought of starting their own company. If you ⁸ _____ one business book this year, this is the one ⁹ _____

2 Choose the correct word in *italics* to complete these sentences.

- 1 I *would* / *will* travel around the world if I *has* / *had* enough money.
- 2 What part of your job *do* / *would* you delegate if you *had* / *would have* an assistant to help you?
- 3 If you *were* / *would be* me, *were* / *would* you sign the contract?
- 4 If we *would give* / *gave* them more money, they *worked* / *might work* during their holiday.
- 5 We *would finish* / *finished* on time if the electrician *worked* / *would work* faster.
- 6 *Would* / *Did* we receive the goods tomorrow if you *sent* / *would send* them today?
- 7 He *wouldn't* / *didn't* work late if you *wouldn't pay* / *didn't pay* him so well.
- 8 I *might buy* / *might bought* a flat if I *earned* / *would earn* more money.
- 9 Where *do* / *would* you go if you *don't get* / *didn't get* the promotion?

